



130 Dairy Road, Mangilao, Guam 96913
Phone: (671) 734-2159

Parent/Student Handbook **During COVID-19**

Elias T. Taisipic Jr – Acting Principal

Hafa Adai Parents/Guardians and Students!

CPT H. B. Price Elementary School is committed to educating our students in a safe and healthy environment for them, employees, and stakeholders. This is a trying time for our island and we need to make adjustments to how we educate our students while maintaining Centers of Disease Control guidelines for social/physical distancing due to the COVID-19. We will be implementing several strategies to encourage behaviors reducing the spread of COVID-19 and to maintain healthy and safe environments.

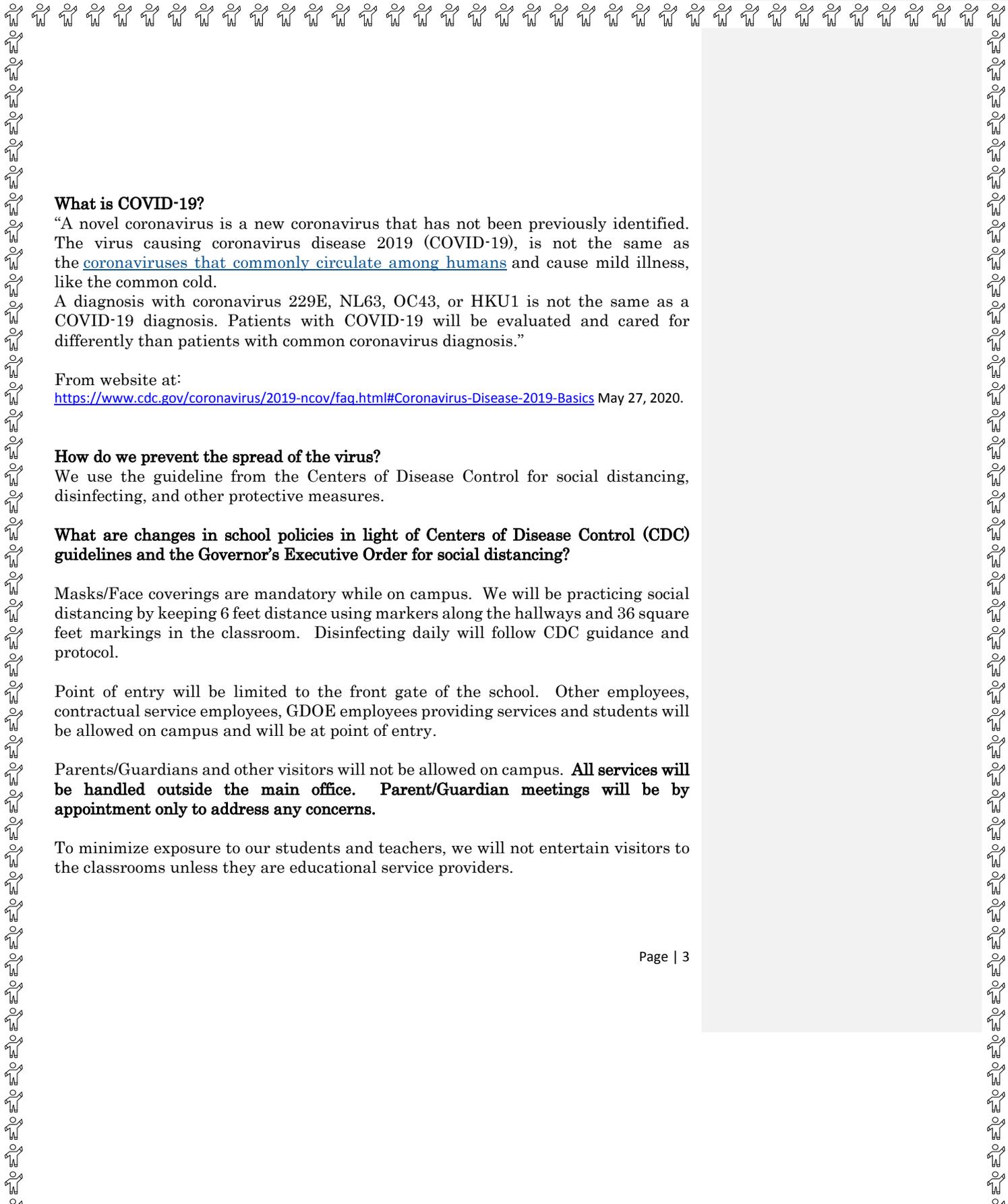
To reduce the possibility of the COVID-19 virus coming on campus, we will limit people on campus to students, employees, service providers, and contractual employees performing their tasks. Parents/Guardians and other visitors will be serviced outside the main office. Please knock on the main office door and we will be out to help you.

This handbook is provided to you with essential information that you will need to help us accomplish our mission. Because information is constantly changing, this handbook provides the building blocks that may be updated as new guidance from the Centers for Disease Control, Department of Public Health and Social Services, Governor's Executive Orders, and other entities are provided.

I thank you for your support and understanding as we move forth in educating your child.

Sincerely,

Elias T. Taisipic Jr
Acting Principal



What is COVID-19?

“A novel coronavirus is a new coronavirus that has not been previously identified. The virus causing coronavirus disease 2019 (COVID-19), is not the same as the [coronaviruses that commonly circulate among humans](#) and cause mild illness, like the common cold.

A diagnosis with coronavirus 229E, NL63, OC43, or HKU1 is not the same as a COVID-19 diagnosis. Patients with COVID-19 will be evaluated and cared for differently than patients with common coronavirus diagnosis.”

From website at:

<https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Coronavirus-Disease-2019-Basics> May 27, 2020.

How do we prevent the spread of the virus?

We use the guideline from the Centers of Disease Control for social distancing, disinfecting, and other protective measures.

What are changes in school policies in light of Centers of Disease Control (CDC) guidelines and the Governor’s Executive Order for social distancing?

Masks/Face coverings are mandatory while on campus. We will be practicing social distancing by keeping 6 feet distance using markers along the hallways and 36 square feet markings in the classroom. Disinfecting daily will follow CDC guidance and protocol.

Point of entry will be limited to the front gate of the school. Other employees, contractual service employees, GDOE employees providing services and students will be allowed on campus and will be at point of entry.

Parents/Guardians and other visitors will not be allowed on campus. **All services will be handled outside the main office. Parent/Guardian meetings will be by appointment only to address any concerns.**

To minimize exposure to our students and teachers, we will not entertain visitors to the classrooms unless they are educational service providers.

CPT H.B. Price Elementary School will follow protocols in the event anyone who has been on campus is suspected of having the virus or is confirmed to be positive for the virus set forth by CDC and Department of Public Health and Social Services (DPHSS).

We will prepare students to do distance learning and to work independently as possible during days they are not in school and in the event we experience another school closure.

Preparing to open:

1. Review information regarding COVID-19 from CDC and DPHSS Guidelines, GDOE COVID Handbook and information videos.
2. Prepare physical environment for social/physical distancing. Marking off offices, classrooms, and other common areas for 6 feet distance and traffic flow. Label each room and office with maximum number of people allowed that will ensure 6 feet distance. Declutter as much as possible to maximize space. Prepare main office tables/chairs outside for visitors' assistance.
3. Mark hallways with 6 feet markers outside classrooms and traffic flow.

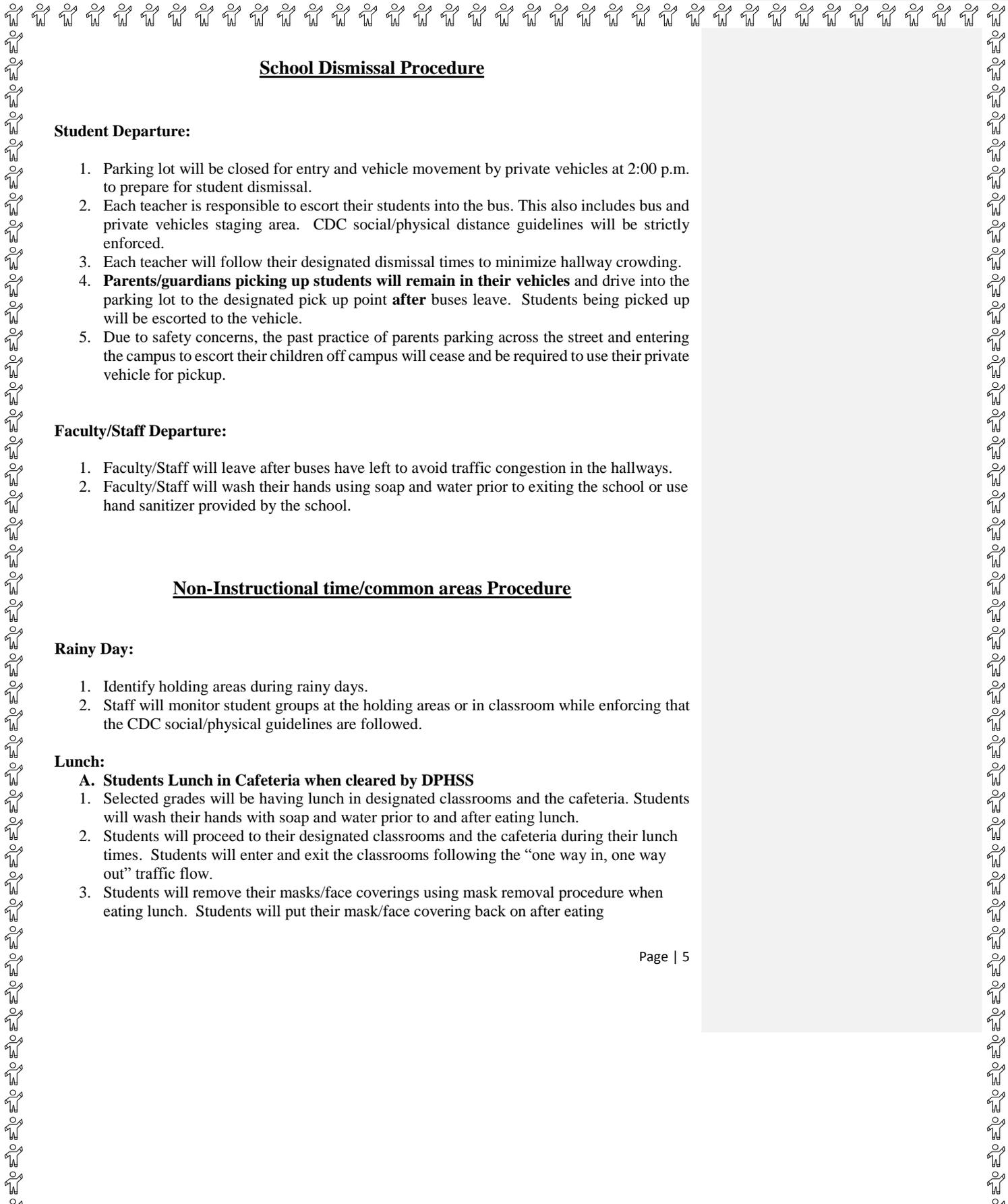
School Arrival Procedure

Employee Arrival:

1. All faculty and staff will arrive at their designated time. Faculty and staff will wear masks or face coverings prior exiting their vehicles and entry into the school. CDC social/physical distance guidance will be practiced while proceeding from their vehicles to the entrance.
2. Initial preliminary health screening questions will be asked. Daily temperature checks will be completed thereafter with guidance to report any change in their preliminary health screening questions upon entry at the front gate.

Students Arrival:

1. All students will arrive by bus or private vehicle and campus access will be the entrance gate. Busses will be park to off load students between the main office and E wing parking lot. Private vehicles will drop off students at the rear of the main office. Private vehicle riders will remain in their vehicles until they reach the drop off point.
2. All students will wear masks or face coverings prior to exiting the buses or private vehicles. Parents/guardians will remain in their vehicles.
3. Upon entry, students will be guided toward the screening area and will be led to our cafeteria for breakfast. Staff will monitor number of students going in to ensure maximum number in cafeteria is not exceeded. Staff will be present to monitor the CDC social/physical distance guidelines at each class area are enforced.



School Dismissal Procedure

Student Departure:

1. Parking lot will be closed for entry and vehicle movement by private vehicles at 2:00 p.m. to prepare for student dismissal.
2. Each teacher is responsible to escort their students into the bus. This also includes bus and private vehicles staging area. CDC social/physical distance guidelines will be strictly enforced.
3. Each teacher will follow their designated dismissal times to minimize hallway crowding.
4. **Parents/guardians picking up students will remain in their vehicles** and drive into the parking lot to the designated pick up point **after** buses leave. Students being picked up will be escorted to the vehicle.
5. Due to safety concerns, the past practice of parents parking across the street and entering the campus to escort their children off campus will cease and be required to use their private vehicle for pickup.

Faculty/Staff Departure:

1. Faculty/Staff will leave after buses have left to avoid traffic congestion in the hallways.
2. Faculty/Staff will wash their hands using soap and water prior to exiting the school or use hand sanitizer provided by the school.

Non-Instructional time/common areas Procedure

Rainy Day:

1. Identify holding areas during rainy days.
2. Staff will monitor student groups at the holding areas or in classroom while enforcing that the CDC social/physical guidelines are followed.

Lunch:

A. Students Lunch in Cafeteria when cleared by DPHSS

1. Selected grades will be having lunch in designated classrooms and the cafeteria. Students will wash their hands with soap and water prior to and after eating lunch.
2. Students will proceed to their designated classrooms and the cafeteria during their lunch times. Students will enter and exit the classrooms following the “one way in, one way out” traffic flow.
3. Students will remove their masks/face coverings using mask removal procedure when eating lunch. Students will put their mask/face covering back on after eating

B. Student Lunch in the Classroom

1. Staff or SODEXO will deliver meals to classroom/cafeteria.
2. Designated staff will monitor students during lunch for teachers to take their lunch
3. Students will wash their hands with soap and water prior to and after eating lunch.
4. Students will remove their masks/face coverings using mask removal procedure when eating lunch. Students will put their mask/face covering back on after eating. Staff will escort students to playground for rest of lunch period if weather permits.

C. Faculty/Staff:

1. Faculty and staff will have designated staggered lunch times. Teachers may eat in their classrooms or the faculty/staff lounge, keeping to the maximum number of allowable persons in the room while following the CDC social/physical distance guidelines.
2. Faculty and staff will wash their hands prior to and entering the faculty/staff lounge or if in their classrooms before and after eating lunch.
3. Faculty and staff will remove their masks/face coverings using mask removal procedures when eating lunch.
4. Faculty and staff will put their masks/face coverings back on after eating. Faculty and staff will clean and disinfect their eating area when done.

Playground:

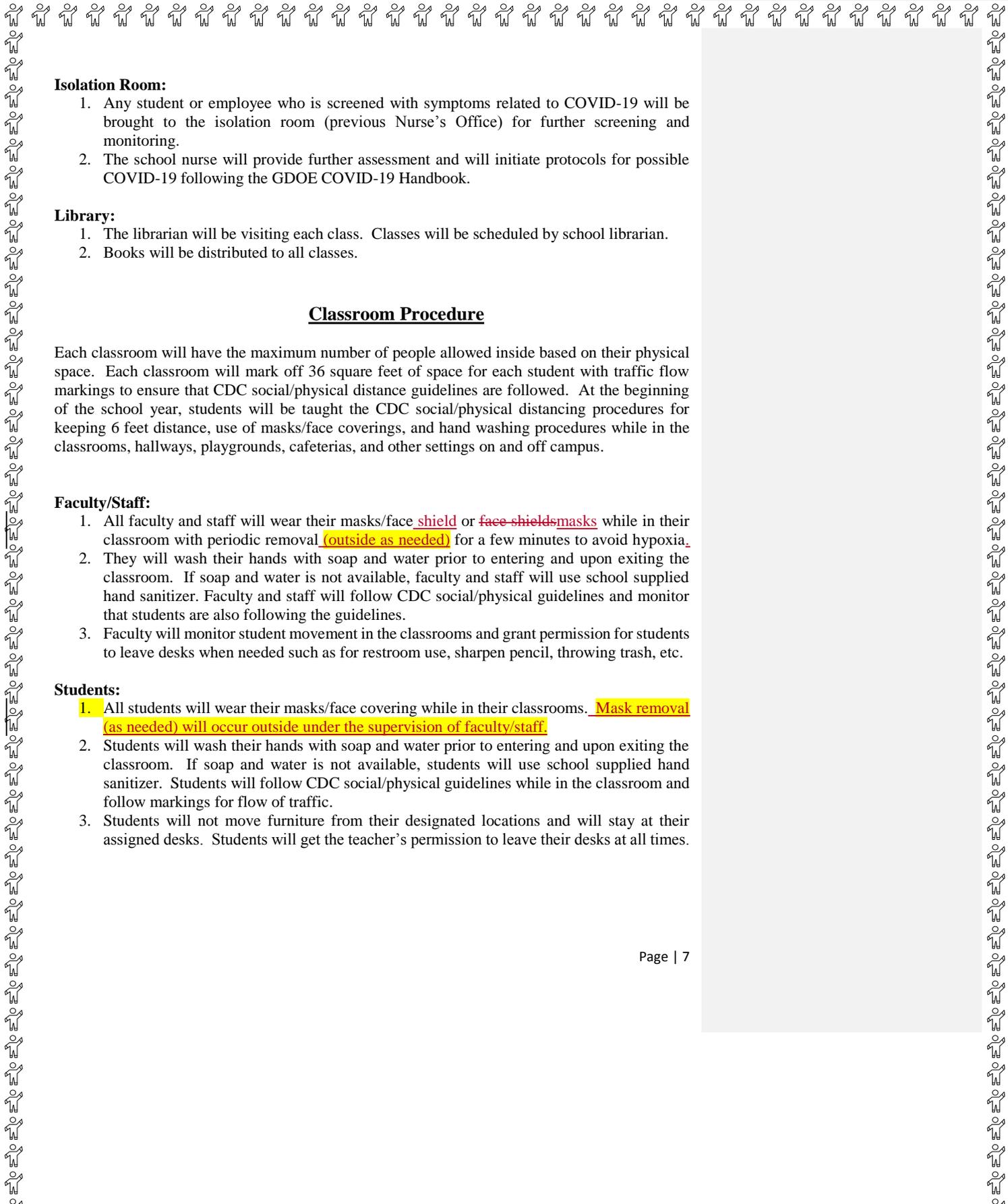
1. Each staff will take their grade level students to assist with enforcing safety protocols for social/physical distancing to the extent possible. Students will be allowed to remove their masks/face covering while on the playground to avoid hypoxia.
2. Each staff will escort their grade level students at least 5 minutes before the end of lunch to wash their hands with soap and water. The staff member will escort the students to their classrooms to ensure they are following safety protocols.

Restroom:

All users will adhere to CDC social/physical distance guidelines when entering the restrooms. Urinals/toilets/sinks will be marked for use or closure to ensure 6 feet distance is adhered to. All users will wash their hands prior to entering/exiting the restrooms using soap and water following proper handwashing guidelines. Signage will be posted as a reminder near sinks.

Water Fountains:

A designated water fountain in E – Wing will **be open for student use serve as a filling station** and staff during Face to Face school days. Students, faculty, and staff are encouraged to bring their own water bottles from home. The school will be receiving two water bottle filling stations to refill personal bottles located in the E and D wings. Cups will be provided if students do not have a personal water bottle.



Isolation Room:

1. Any student or employee who is screened with symptoms related to COVID-19 will be brought to the isolation room (previous Nurse's Office) for further screening and monitoring.
2. The school nurse will provide further assessment and will initiate protocols for possible COVID-19 following the GDOE COVID-19 Handbook.

Library:

1. The librarian will be visiting each class. Classes will be scheduled by school librarian.
2. Books will be distributed to all classes.

Classroom Procedure

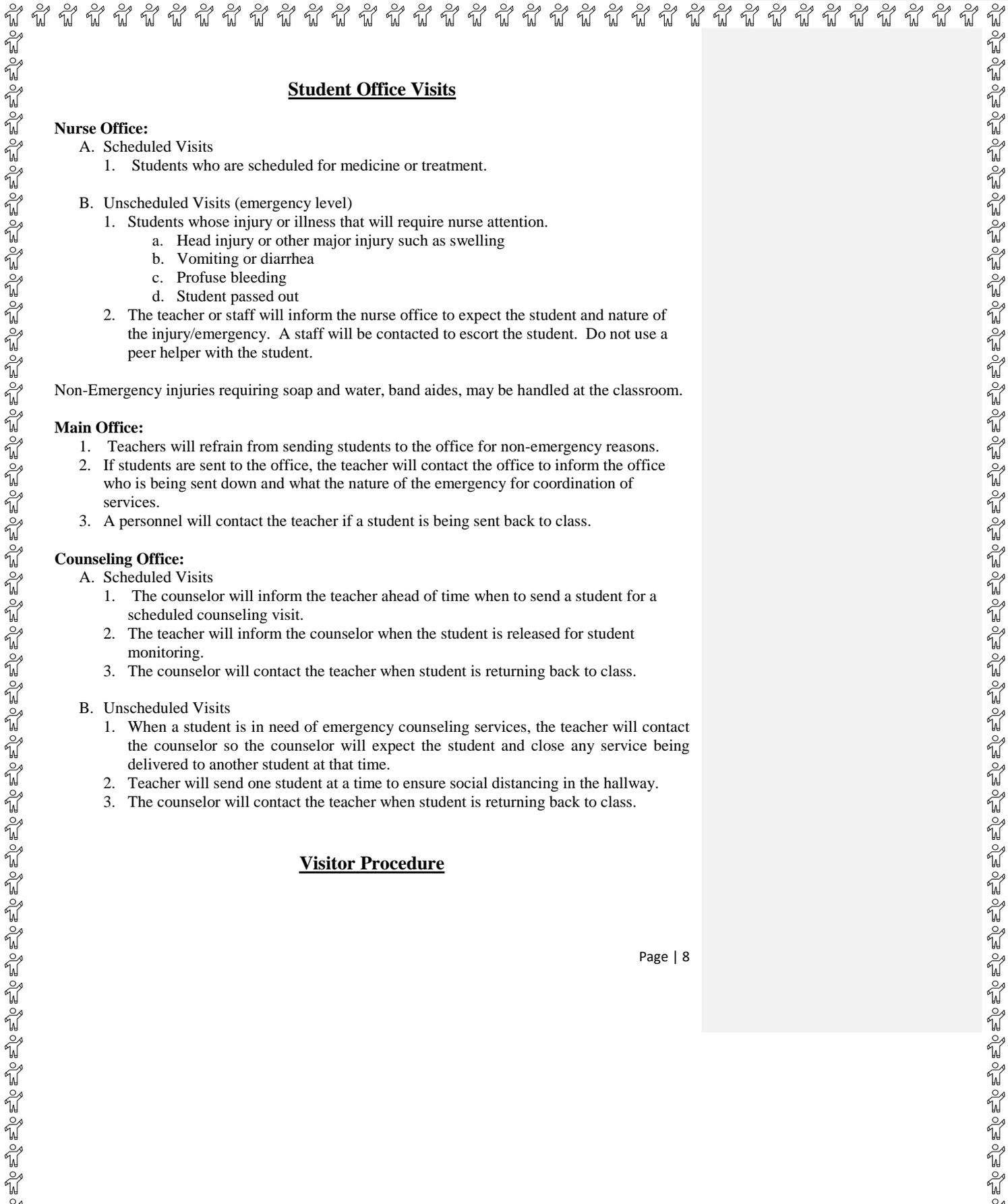
Each classroom will have the maximum number of people allowed inside based on their physical space. Each classroom will mark off 36 square feet of space for each student with traffic flow markings to ensure that CDC social/physical distance guidelines are followed. At the beginning of the school year, students will be taught the CDC social/physical distancing procedures for keeping 6 feet distance, use of masks/face coverings, and hand washing procedures while in the classrooms, hallways, playgrounds, cafeterias, and other settings on and off campus.

Faculty/Staff:

1. All faculty and staff will wear their masks/face shield or face-shields~~masks~~ while in their classroom with periodic removal (outside as needed) for a few minutes to avoid hypoxia.
2. They will wash their hands with soap and water prior to entering and upon exiting the classroom. If soap and water is not available, faculty and staff will use school supplied hand sanitizer. Faculty and staff will follow CDC social/physical guidelines and monitor that students are also following the guidelines.
3. Faculty will monitor student movement in the classrooms and grant permission for students to leave desks when needed such as for restroom use, sharpen pencil, throwing trash, etc.

Students:

1. All students will wear their masks/face covering while in their classrooms. Mask removal (as needed) will occur outside under the supervision of faculty/staff.
2. Students will wash their hands with soap and water prior to entering and upon exiting the classroom. If soap and water is not available, students will use school supplied hand sanitizer. Students will follow CDC social/physical guidelines while in the classroom and follow markings for flow of traffic.
3. Students will not move furniture from their designated locations and will stay at their assigned desks. Students will get the teacher's permission to leave their desks at all times.



Student Office Visits

Nurse Office:

- A. Scheduled Visits
 - 1. Students who are scheduled for medicine or treatment.
- B. Unscheduled Visits (emergency level)
 - 1. Students whose injury or illness that will require nurse attention.
 - a. Head injury or other major injury such as swelling
 - b. Vomiting or diarrhea
 - c. Profuse bleeding
 - d. Student passed out
 - 2. The teacher or staff will inform the nurse office to expect the student and nature of the injury/emergency. A staff will be contacted to escort the student. Do not use a peer helper with the student.

Non-Emergency injuries requiring soap and water, band aides, may be handled at the classroom.

Main Office:

- 1. Teachers will refrain from sending students to the office for non-emergency reasons.
- 2. If students are sent to the office, the teacher will contact the office to inform the office who is being sent down and what the nature of the emergency for coordination of services.
- 3. A personnel will contact the teacher if a student is being sent back to class.

Counseling Office:

- A. Scheduled Visits
 - 1. The counselor will inform the teacher ahead of time when to send a student for a scheduled counseling visit.
 - 2. The teacher will inform the counselor when the student is released for student monitoring.
 - 3. The counselor will contact the teacher when student is returning back to class.
- B. Unscheduled Visits
 - 1. When a student is in need of emergency counseling services, the teacher will contact the counselor so the counselor will expect the student and close any service being delivered to another student at that time.
 - 2. Teacher will send one student at a time to ensure social distancing in the hallway.
 - 3. The counselor will contact the teacher when student is returning back to class.

Visitor Procedure

The school will minimize visitors on campus for the health and safety of students and employees. A visitor is defined as any individual who is a non-employee of CPT HB Price Elementary School on a daily basis and any unregistered student of the school.

1. The school will be open to visitors outside the Main Office 7:00 a.m. to 3:30 p.m.
2. All visitors are required to wear a mask/face covering prior to exiting their vehicle and upon entry to the campus. All visitors will be asked health screening questions upon entry and a temperature screening will be conducted.
3. All visitors will follow CDC social/physical guidelines posted. Markers are placed on the ground or traffic cones to indicate the 6 feet distance requirement. **No visitors will enter the main office.** GDOE employee providing service to the school, contractual employees for repairs or cleaning, and other educational service providers knock on the door and we will be out to help you.
4. All school services will operate out of the main office outside. For students to be signed out during the day, attendance verification requests, registrations, withdrawals, etc.; **students being picked up between 7:00 a.m. to 3:30 p.m.** will be escorted to the main office to be released to the parent/guardian on the student emergency card. **Kindly call in advance for students being picked up.** After 2:00 p.m., individuals will wait until after buses leave at the end of the day to reduce congestion at the dismissal site.
5. Meetings with the principal or a teacher will be by appointments only. Emergencies that require entry beyond the main office will be handled case by case.

Prevention Procedures

From Centers of Disease Control website <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/index.html> on June 11, 2020.

The Novel Coronavirus 2019 or COVID-19 virus is thought to be spread from person to person between people who are in close contact with one another and through respiratory droplets when a person coughs, sneezes, or talks. The following are procedures to prevent the spread.

Hand Hygiene:

1. Wash your hands often with soap and water. If soap and water is not available, use a **hand sanitizer that contains at least 60% alcohol.**
 - a. Hand washing procedure:
 - i. **Wet** your hands with clean, running water, turn off the tap and apply soap.
 - ii. **Lather** your hands by rubbing them together with the soap. Lather the back of your hands, between your fingers, and under your nails.
 - iii. **Scrub** your hands for at least 20 seconds. To help with timing, sing the Row, Row, Row Your Boat song (2x) or the Happy Birthday song (2x).
 - iv. **Rinse** your hands well under clean, running water.
 - v. **Dry** your hands using a single use paper towel. After drying your hands use the paper towel to turn off the faucet.
 - b. Key times to wash hands:
 - i. **Before, during, and after** preparing food.
 - ii. **Before and after** eating food.

- iii. **Before and after** caring for someone who is sick especially with vomiting or diarrhea.
 - iv. **Before and after** treating a cut or wound.
 - v. **After** using the toilet/urinal.
 - vi. **After** changing diapers or cleaning up a young child who has used the toilet. **After** blowing your nose, coughing, or sneezing.

 - vii. **After** touching an animal, animal feed, or animal waste.
 - viii. **After** handling pet food or pet treats.
 - ix. **After** touching garbage.
 - c. Hand sanitizer procedure:
 - i. Apply the gel product to palm of one hand (read the label for correct amount to use).
 - ii. Rub your hands together.
 - iii. Rub the gel all over all the surfaces of your hands and fingers until our hands are dry. This should take about 20 seconds.
2. Avoid touching your eyes, nose, and mouth with unwashed hands.

Social/Physical Distance:

1. Avoid close contact with people who are sick, even those in your home. Maintain at least 6 feet distance.
2. Put at least 6 feet distance between yourself and other people outside your home when in public.
 - a. Some people may not display symptoms but may have the virus.
 - b. Do not gather in groups.
 - c. Stay out of crowded places and avoid mass gatherings. (Follow Executive Orders for social gatherings).

Masks/Face Coverings:

1. Wear cloth face coverings or recommended disposable masks in public settings in addition to keeping 6 feet distance.
2. Masks/face covering procedures
 - a. Wash your hands before putting on your face covering.
 - b. Put it over nose and mouth and secure it under your chin.
 - c. Try to fit it snugly against the sides of your face.
 - d. Make sure you can breathe easily
3. Washing masks/cloth face coverings
 - a. Wash after each use.
 - b. Machine Washing
 - i. You can include your face covering with your regular laundry.
 - ii. Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the mask/face covering.
 - iii. Dry mask/face covering after washing. In a dryer, use the highest heat setting and leave the dryer until completely dry. To air dry, leave flat and allow to completely dry. Try to place the mask/face covering in direct sunlight.

c. Hand Washing

- i. Prepare a bleach solution by mixing 5 tablespoons (1/3 cup) household bleach per gallon of room temperature water or 4 teaspoons household bleach per quart of room temperature water. Check to ensure if the bleach is intended for disinfection and that it is not passed expiration date. Never mix household bleach with ammonia or any other cleanser.
- ii. Soak the face covering in the bleach solution for 5 minutes.
- iii. Rinse thoroughly with cool or room temperature water.
- iv. Dry mask/face covering after washing. In a dryer, use the highest heat setting and leave the dryer until completely dry. To air dry, leave flat and allow to completely dry. Try to place the mask/face covering in direct sunlight.

Cover coughs and sneezes:

- 1. If you are in a private setting and do not have your mask/cloth face covering, remember to always cover your mouth and nose with a tissue when coughing or sneezing or use the inside of your elbow.
- 2. Throw tissues in the trash.
- 3. Immediately wash your hands with soap and water for at least 20 seconds (see hand washing procedure). If soap and water is not available, clean your hands using a hand sanitizer with at least 60% alcohol following hand sanitizer use procedures.

Clean and Disinfect:

- 1. Clean AND Disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- 2. If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.
- 3. Then use, a household disinfectant. Use EPA-registered household disinfectant and follow recommended procedures.

Monitor your Health:

- 1. Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.
- 2. Take your temperature if symptoms develop. Don't take your temperature within 30 minutes of exercising, after drinking warm liquids, or after taking medications that could lower your temperature.
- 3. Stay home and/or seek medical attention when sick.

Other guidance and protocols will follow the GDOE COVID-19 Handbook that will apply district wide to include protocols in the event a student or employee has tested positive for the virus.

COMMUNICATION

Communication is critical especially as the COVID-19 situation is continually changing as research in dealing with the virus is ongoing. The following tools will be used to communicate with our families:

Communication Tool	Purpose	How to access the tool
--------------------	---------	------------------------



CPT HB Price E.S. Phone	For emergencies or communication needing immediate attention.	734-2159
CPT HB Price E.S. website	To provide updated information regarding educational operations, announcements, resources, and other contact information.	https://chbps.wixsite.com/lancheros School Website
CPT HB Price E.S. Facebook	To provide announcements, events, and resources.	You will need to have a Facebook account. Managed by PTO
SwiftK12	To provide short announcements.	Requires updated contact information.
Guam Department of Education website	To provide district wide information affecting all schools.	www.gdoe.net
Student Planners	For parent and teacher communication regarding child's progress, needs, and announcements	Provided by the school through Federal Funds
School email	To provide a contact source for parents/guardians and other stakeholders who may need individual issues and concerns addressed.	
Other Tools	Other communication tools by individual teachers with their parents/guardians.	Teachers will give instructions for their applications.

